

**KENTUCKY RETIREMENT SYSTEMS
CLASS SPECIFICATION**

CLASS TITLE: ASSISTANT GENERAL COUNSEL	
DATE CLASS ESTABLISHED: 05/15/2008	DATE OF LAST REVISION: 05/15/2008
SELECTION METHOD: 100% QUAL	SALARY: (MIN-MID) \$6,368 - \$7,959 GRADE: V

MINIMUM REQUIREMENTS: MINIMUM REQUIREMENTS ARE COMPREHENSIVE STATEMENTS OF THE MINIMUM BACKGROUND AS TO EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS WHICH WILL BE REQUIRED IN ALL CASES AS EVIDENCE OF AN APPOINTEE'S ABILITY TO PERFORM THE WORK PROPERLY.

EDUCATION: See Special Requirements

EXPERIENCE: Must have three years of experience in the practice of law.

SUBSTITUTION FOR MINIMUM REQUIREMENTS

EDUCATION: Master of Law degree will substitute for one year of the required experience.

EXPERIENCE: None

SPECIAL REQUIREMENTS: (AGE, LICENSURE, REGULATION, ETC.) **Must be licensed to practice law in the Commonwealth of Kentucky.**

CHARACTERISTICS OF THE CLASS: CHARACTERISTICS OF A CLASS ARE GENERAL STATEMENTS INDICATING THE LEVEL OF RESPONSIBILITY AND DISCRETION OF POSITIONS IN THAT JOB CLASSIFICATION.

Under the direction of the General Counsel oversees the day to day operations of the KRS legal department. Provides a variety of complex legal services which are characterized by issues which are typically unique, controversial or technical in nature and require extensive original research and analysis OR on a regular basis coordinates and performs the work of other attorneys or non-attorney staff OR provides all legal services; and performs other duties as required

POST EMPLOYMENT REQUIREMENTS: EMPLOYEES IN THIS CLASS WILL BE REQUIRED TO OBTAIN CREDENTIALS OUTLINED BELOW WITHIN A REASONABLE TIME OR IF EMPLOYEES POSSESS SUCH CREDENTIALS AT THE TIME OF HIRE, THEY WILL BE REQUIRED TO MAINTAIN THOSE CREDENTIALS SO LONG AS THEY ARE EMPLOYED IN THIS CAPACITY. IT IS THE RESPONSIBILITY OF THE EMPLOYER TO VERIFY THE ATTAINMENT AND/OR MAINTENANCE OF THESE CREDENTIALS, TO REMOVE FROM THIS CLASS ANY EMPLOYEE WHO DOES NOT ATTAIN OR MAINTAIN THESE CREDENTIALS, AND TO ASSURE THAT ANY EMPLOYEE WHO PERFORMS THESE FUNCTIONS, WITHOUT REGARD TO THE CLASS THEY ARE IN, HAVE THE APPROPRIATE CREDENTIALS.

Must maintain current license to practice law in the Commonwealth of Kentucky for the length of employment in this classification.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE CLASSIFICATION: EXAMPLES OF DUTIES OR RESPONSIBILITIES ARE NOT TO BE CONSTRUED AS DESCRIBING WHAT THE DUTIES OR RESPONSIBILITIES OF ANY POSITION SHALL BE AND ARE NOT TO BE CONSTRUED AS LIMITING THE APPOINTING AUTHORITY'S ABILITY TO ADD TO, OR OTHERWISE ALTER THE DUTIES AND RESPONSIBILITIES OF A POSITION. THE USE OF AN INDIVIDUAL EXPRESSION OR ILLUSTRATION AS TO DUTIES OR RESPONSIBILITIES SHALL NOT BE REGARDED AS EXCLUDING ASSIGNMENT OF OTHERS NOT MENTIONED WHICH ARE OF SIMILAR KIND OR QUALITY.

Under the direction of the General Counsel monitor and direct legal staff, both attorneys and administrative team. Review and approve leave and overtime for employees of the legal department. Supervise training of new attorneys and paralegals or perform the actual training. Consult with other attorneys on their cases and projects. Represent the agency at administrative hearings Research and write position statements for administrative cases. Research and write briefs to Franklin Circuit Court. Make court appearances and give oral arguments on behalf of the Systems. Research and write briefs to the Court of Appeals. Research and write Motions for Discretionary Review to the Supreme Court and research and write the brief if the motion is granted. Write, review, and make recommendations regarding investment contracts, documents, and side letters. Prepare and review contracts for the agency. Review and approve bills of vendors. Review statutes for necessary amendments, write language for proposed statutory amendments, review legislation for impact on the Systems. Write and file administrative regulations, new and amended, and monitor the process at the Legislative Research Commission filing all necessary letters and documents. Investigate and analyze problems/issues/situations with member accounts and recommend action. Write memorandums and prepare reports to the Board. Provide legal advice and prepare documents for KRS Perimeter Park West, Inc., the title holding company whose shares are owned by the pension funds. Provide training for agency personnel when requested. Perform special projects for General Counsel and/or executive staff. Performs other duties as required. Uses PC and various other pieces of office equipment.

TYPICAL WORKING CONDITIONS AND UNIQUE PHYSICAL REQUIREMENTS: INCUMBENTS IN THIS CLASSIFICATION WILL TYPICALLY PERFORM THEIR PRIMARY JOB DUTIES UNDER THESE CONDITIONS, HOWEVER, THESE CONDITIONS MAY CHANGE ON OCCASION IN PERFORMING THE DUTIES OF AN INDIVIDUAL POSITION.

Duties are performed primarily in both office and courtroom settings. Travel is required.

THE KENTUCKY RETIREMENT SYSTEMS DOES NOT DISCRIMINATE ON THE BASIS OF RACE, ETHNIC ORIGIN, COLOR, CREED, RELIGION, GENDER, SEXUAL ORIENTATION, AGE, DISABILITY OR POLITICAL AFFILIATION. THIS DOCUMENT IS AVAILABLE IN ANY ACCESSIBLE FORMAT UPON REQUEST TO THE HUMAN RESOURCES DIVISION: KENTUCKY RETIREMENT SYSTEMS.